

BKC BBP Management Staff

2024 Fall Semester Application Guidelines

June, 2024 International Center at BKC campus, Language Education Center (BKC)

At the Beyond Borders Plaza (BBP), which was opened for the purpose of international exchange and language study, we are recruiting students who can actively participate as BBP Management Staff members during the 2024 Fall Semester. We look forward to the applicants who have a strong will to promote the internationalization of BKC Campus through the activities of the BBP.

1. Activity details

- (1) Advertising and coordination of international exchange and other events held solely or jointly by the BBP
- (2) Reception of BBP users, guidance regarding usage of the facility, surveying of facility usage and processing of usage statistics
- (3) Updating of SNS etc. and management operations for the specially established BBP website
- (4) Accelerating communications among BBP users
- (5) Other duties as instructed by the BBP steering committee

2. Activity conditions

- (1) Term of activity... (Thu.) September 26, 2024 to (Mon.) January 20, 2025
*We plan to carry out prior (paid) training in the morning on (Fri.) September 20, 2024.
- (2) Place of work... Activities will revolve mainly around BKC BBP.
- (3) Hours of work... In principle, shift work within a timeframe set between 2nd to 5th period (10:40 to 17:00) from Monday to Friday during the term of classes.

3. Pay

- 1,064 yen per hour
- *As of June 2024. The hourly rate is subject to change.
- *Transportation costs will not be paid.

4. Number of candidates sought

Approximately 15 persons

5. Application conditions

- (1) Persons who are interested in international interchange and the internationalization of the university, who can participate with enthusiasm in the activities of the BBP.
- (2) Students belonging to a college or graduate school on BKC who can do shift work 2 days a week or more. Foreign nationals who are international regular students may also apply.
- (3) **【Japanese language based students】** The ability to hold an everyday conversation in English is desirable.
- (4) **【English language based students】** The ability to hold an everyday conversation in Japanese is desirable.

*International students must submit a copy of their “Residence Card/Permission to Engage in Activity Other than that Permitted under the Status of Residence Previously Granted” at the time they are hired.

(5) Ability to participate in the start-up training which will be conducted as face to face (Planned to be held in the morning on Friday, September 20, 2024).

6. Application Documents/ Application Schedule

(1) Application Document

From those selected for the BBP Project Team, we will recruit BBP Management Staff. To apply, please check “BKC BBP Project Team Application Guidelines” and “BKC BBP Student Staff Application Form”.

(2) Application Schedule

Period for applications 【Submit via web form】

Tuesday, June 18, 2024 - Sunday, July 7, 2024 23:59

Announcement of application screening results

【Notification via manaba+R】

Scheduled to be notified on Wednesday, July 17, 2024

Interviews (face-to-face) [Notification via manaba+R]

Selection will be made based on application form, and face-to-face interviews will be conducted from Monday, July 22 to Thursday, July 25, 2024

*the applicants who passed the document screening will be notified of interview dates and times on Wednesday, July 17, 2024

Announcement of selection results

【Notification via manaba+R】

Scheduled to be notified on Monday, July 29, 2024

*If the BBP Management Staff capacity was not filled, additional recruitment may be conducted. In case of additional recruitment, we will inform you again in the manaba+R.

7. Inquiries

Inquiries regarding applications should be directed to the e-mail address below. Please note, however, we cannot respond to inquiries regarding the content of the screening or screening results.

BKC International Center, Central Arc 2nd fl

E-mail address: bkc-bbp@st.ritsumei.ac.jp